

# LC WORK SCHOLAR POSITION DESCRIPTION

## *Employment Levels*

<b><i>Entry Level</i></b>	<b><i>Intermediate Level</i></b>	<b><i>Skilled Level</i></b>
Characterized by highly structured tasks or outcomes, relatively low level or number of skills required, typically repetitive or routine tasks and requiring direct supervision of worker results	Involves less direct supervision than entry level, more work variety, and requires some independent exercise of judgment along with an increasing knowledge of the job.	Work is typically skilled, requires little direct supervision, requires independent judgment on procedures, has variety, includes training others, and the expectation of contributions toward improvement of the way work is carried out.

In what employment level does this position fall (circle one)?

Entry Level

Intermediate Level

**Skilled Level**

Work Scholar job title: LC State Arboretum Data Coordinator

Describe the duties of this position.

- Assisting the Arboretum Committee in Cataloguing the trees on campus and updating information regarding the variety, condition, age and history of the tree.
- Coordinating The College's GIS system with that of the City.
- Developing a walking tour that can be implemented by use of an app.

List the learning opportunities for this position.

*The candidate would use basic GIS database management, and learn skills in interacting with varied constituencies and coordination with databases. Learn about planning and running committee meetings that include faculty, staff, students, and community members.*

What qualifications are required for this position?

*Initiative, ability to process large amounts of information quickly but accurately, interpersonal relationship building*

What skills are required for this position?

*A good speller, self-motivated, high level of computer skills. GIS skills equivalent to GIS 271.*

Adapted with permission from Lewis-Clark Service Corps AmeriCorps and Berea College.